

U.S. Environmental
Protection Agency

U.S. Coast Guard

Federal Emergency
Management Agency

Department of
Agriculture

Department of the
Interior

Department of Energy

Department of Justice

Department of State

Nuclear Regulatory
Commission

General Services
Administration

Department of
Commerce
(NOAA)

Department of
Transportation

Department of Health
and Human Services

Department of Defense

Department of Labor

State of Arkansas

State of Louisiana

State of New Mexico

State of Oklahoma

State of Texas



Region 6 Regional Response Team (RRT-6)

By-Laws

Revised December 20, 2019

Region 6 Regional Response Team
By-Laws

Revision Dates	
March 09, 2005	
July 01, 2009	
August 26, 2013	
May 19, 2015	
May 11, 2017	
December 20, 2019	

Region 6 Regional Response Team

By-Laws

Table of Contents

Section I: Name.....	4
Section II: Authority	4
Section III: Purpose.....	4
Section IV: Organization	4
A. Regional Response Team Membership	4
B. The Standing RRT	6
C. The Incident-Specific RRT	7
D. Chair of the RRT.....	7
E. RRT Activation Procedures	7
F. Executive Committee.....	7
G. RRT Coordinators	8
H. Committees	8
Section V: Voting and Quorum	9
Section VI: Meetings	9
Section VII: RRT Reports.....	10
A. Annual RRT Report	10
B. OSC Reports	10
C. Incident-Specific RRT Reports	10
Section VIII: External Coordination	10
A. Coordination with Other RRTs.....	10
B. Coordination with States, Tribal, and Local Governments	11
C. RRT Internet Homepage.....	11
Section IX: Revisions	11

Region 6 Regional Response Team

By-Laws

By-Laws of the Region 6 Regional Response Team

Section I: Name

The name of the organization shall be the Region 6 Regional Response Team (RRT-6).

Section II: Authority

The Region 6 Regional Response Team (RRT-6) derives its policies and program direction from Executive Order [12580](#) and [12777](#), the [National Oil and Hazardous Substances Pollution Contingency Plan \(NCP\)](#), and the [Region 6 Regional Contingency Plan \(RCP\)](#). The RRT develops its program initiatives from the membership with guidance from the [National Response Team \(NRT\)](#).

Section III: Purpose

The purpose of the NCP is to provide the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, or contaminants.

The RRT provides the appropriate regional mechanism for development and coordination of preparedness activities before a response action is taken and for coordination of assistance and advice to the On-Scene Coordinator / Remedial Project Manager (OSC/RPM) during such response actions; and guidance to Area Committees, as appropriate, to ensure inter-area consistency, and consistency of Area Contingency Plans with the RCP and NCP.

Section IV: Organization

A. Regional Response Team Membership

The Region 6 Regional Response Team (RRT-6) is comprised of members from fifteen federal departments and agencies having representatives on the NRT, plus five regional State government representatives from the States of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

Federal member agencies have duties established by statute, executive order, or Presidential directive which may apply to federal response actions following, or in prevention of, the discharge of oil or release of a hazardous substance, pollutant, or contaminants.

Some of these agencies also have duties relating to the restoration, rehabilitation, replacement, or acquisition of equivalent natural resources injured or lost as a result of such discharge or release.

A complete roster of RRT members can be found on the [RRT-6 Internet Homepage](#). RRT members are as follows:

Region 6 Regional Response Team

By-Laws

State Entities

- Arkansas
 - [Division of Emergency Management \(ADEM\)](#)
 - [Arkansas Department of Energy and Environment \(ADEE\)](#)
 - [Department of Health \(ADH\)](#)
- Louisiana
 - [Department of Environmental Quality \(LDEQ\)](#)
 - [Governor's Office of Homeland Security and Emergency Preparedness \(GOHSEP\)](#)
 - [Oil Spill Coordinator's Office \(LOSCO\)](#)
 - [Poison Control](#)
 - [State Police \(LSP\)](#)
- New Mexico
 - [Environment Department \(NMED\)](#)
 - [New Mexico Health Department \(NMDOH\)](#)
 - [Department of Homeland Security & Emergency Management \(NMDHSEM\)](#)
- Oklahoma
 - [Department of Emergency Management \(OEM\)](#)
 - [Department of Environmental Quality \(ODEQ\)](#)
 - [State Department of Health \(OSDH\)](#)
 - [Poison Control](#)
- Texas
 - [Commission on Environmental Quality \(TCEQ\)](#)
 - [Division of Emergency Management \(TDEM\)](#)
 - [Department of State Health Services \(DSHS\)](#)
 - [General Land Office \(TGLO\)](#)
 - [Parks and Wildlife Department \(TPWD\)](#)
 - [Railroad Commission \(TRRC\)](#)

Federal Agencies

- [U.S. Environmental Protection Agency \(U.S. EPA\)](#)
- [U.S. Department of Homeland Security \(DHS\)](#)
 - [Coast Guard \(USCG\)](#)
 - [Federal Emergency Management Agency \(FEMA\)](#)
 - [Transportation Security Agency \(TSA\)](#)
 - [Cybersecurity and Infrastructure Security Agency \(CISA\)](#)
- [U.S. Department of Agriculture \(USDA\)](#)
 - [Animal-Plant Health Inspection Service \(APHIS\)](#)
 - [Forest Service \(USFS\)](#)
- [U.S. Department of Commerce \(DOC\)](#)
 - [National Oceanic and Atmospheric Administration \(NOAA\)](#)
- [U.S. Department of Defense \(DOD\)](#)
 - [Navy Region Southeast](#)
 - [Defense Coordinating Element \(DCE\)](#)
 - [Army Corps of Engineers \(USACE\)](#)

Region 6 Regional Response Team

By-Laws

- [U.S. Department of Energy \(DOE\)](#)
 - [Radiological Assistance Program \(RAP\)](#)
 - [Strategic Petroleum Reserve \(SPR\)](#)
- [U.S. Department of Health & Human Services](#)
 - [U.S. Centers for Disease Control and Prevention \(CDC\)](#)
 - [Agency for Toxic Substances and Disease Registry \(ATSDR\)](#)
- [U.S. Department of Justice](#)
- [U.S. Department of Labor \(DOL\)](#)
 - [Occupational Safety and Health Administration \(OSHA\)](#)
- [U.S. Department of State \(DOS\)](#)
- [U.S. Department of the Interior \(DOI\)](#)
 - [Bureau of Indian Affairs \(BIA\)](#)
 - [Bureau of Safety and Environmental Enforcement \(BSEE\)](#)
 - [Office of Environmental Policy & Compliance](#)
 - [Fish & Wildlife Service \(USFWS\)](#)
- [U.S. Department of Transportation \(DOT\)](#)
 - [Federal Aviation Administration \(FAA\)](#)
 - [Federal Motor Carrier Safety Administration \(FMCSA\)](#)
 - [Pipeline and Hazardous Materials Safety Administration \(PHMSA\)](#)
- [U.S. General Services Administration \(GSA\)](#)
- [U.S. Nuclear Regulatory Commission \(NRC\)](#)

Each participating federal agency shall designate one member and at least one alternate member to the RRT. Agencies whose regional subdivisions do not correspond to EPA Region 6 may designate additional representatives to the standing RRT to ensure appropriate coverage.

Each state is responsible for identifying the agency/organization with primary statutory responsibility over a particular contingency; e.g., oil, hazardous substances, etc., to act as the lead state agency. This designated state agency will represent their state during incident-specific activations. Other State agencies who desire can support efforts of the RRT in developing a Regional Contingency Plan (RCP); to plan for, make available, and coordinate state resources; and to serve as the point of contact for coordination of response objectives and actions with local governments. The two principal components of the RRT mechanism are a standing team, which consists of designated representatives from each participating federal, state, and local agency, and an incident-specific team, where participation will relate to the technical nature of the incident and its geographic location.

B. The Standing RRT

Refer to the [Region 6 Regional Contingency Plan \(RCP\), Section VII: Standing Regional Response Team: Organization, Role, Responsibilities](#) for a description and information on the Region 6 Standing RRT.

Region 6 Regional Response Team

By-Laws

C. The Incident-Specific RRT

Refer to the [Region 6 Regional Contingency Plan \(RCP\), Section VIII: Incident-Specific RRT: Organization, Role, Responsibilities, and Activation](#) for a description and information on the Region 6 Incident-Specific RRT.

D. Chair of the RRT

The RRT is Co-Chaired by the following positions within the U.S. Environmental Protection Agency (EPA), Region 6 and the U.S. Coast Guard Eighth District (USCG).

Whenever the RRT is activated for response, the Chair shall be the EPA or USCG representative, depending on what agency is providing the FOSC for the response.

	EPA	USCG
Co-Chairs	Chief, Emergency Management Branch	Incident Management and Preparedness Advisor
Alternate Co-Chairs	Chief, Readiness & Emergency Response Section	District Response Advisory Team Supervisor

Both EPA and USCG also have designated RRT Coordinator positions.

E. RRT Activation Procedures

Refer to the [Region 6 Regional Contingency Plan \(RCP\), Section VIII: Incident-Specific RRT: Organization, Role, Responsibilities, and Activation](#) for information on activation of the Region 6 Incident-Specific RRT.

F. Executive Committee

The Executive Committee provides administrative management of the RRT and oversight of the RRT process and structure.

The membership of the Executive Committee shall consist of the EPA and USCG RRT Co-Chairs, with appropriate support staff (RRT Coordinators for each agency), and the Chairs of the Preparedness Committee, the Response Committee, and the Science and Technology Committee.

Executive Committee meetings, referred to as Executive Meetings, will be held as needed, but at a minimum before each meeting of the Standing RRT. Regularly scheduled teleconferences with the Executive Committee will be conducted for review and updating of RRT priorities.

On matters of policy and initiatives involving the RRT, the Executive Committee will prepare, review and provide an executive summary to the RRT membership for decision. The Executive Committee will be responsible for ensuring the implementation of RRT approved policies and initiatives.

The Executive Committee will approve all nominations to the RRT standing committees (see H, below). The Executive Committee, through the RRT Coordinators, will liaise with the NRT Executive Secretariat.

Region 6 Regional Response Team

By-Laws

G. RRT Coordinators

Refer to [Responsibilities of an RRT Co-Chair, Alternate Co-Chair and Coordinator in the Regional Response Team Job Aid, May, 2012](#) for information on the responsibilities of the RRT Coordinators.

H. Committees

The RRT will establish committees or work groups as necessary to carry out the duties and responsibilities of the RRT. The standing committees are established by the Executive Committee. Workgroups to work on specific RRT priorities or projects are established by the Executive Committee or Standing Committee Chair.

The RRT has established three "Standing Committees" to address issues of concern to the RRT and OSCs/RPMs relative to significant oil and hazardous substance incidents, general preparedness, response techniques, research and development and lessons learned.

The RRT is responsible for developing goals and objectives for the committees. Each committee may also meet in person or hold additional teleconferences as required to meet their goals and objectives.

Each committee shall be composed of a Committee Chair, nominated by a member of the RRT, and approved by the Executive Committee. Additional members shall be recruited and appointed as needed by the Committee Chair, to complete the duties assigned to the committee. The Executive Committee will also play an important role in locating and securing suitable persons to work on various committees and/or workgroups (standing or ad hoc).

In the event of a dispute within the committee, the committee will work to resolve the issue. If the committee cannot resolve the issue, the matter will be referred to the Executive Committee. As appropriate, the Executive Committee will either resolve the issue, or refer the matter to the RRT members via e-mail and request a vote on the issue.

The three standing committees are: Preparedness, Response, and Science and Technology.

1. The Preparedness Committee promotes enhanced preparedness capabilities at the regional, state, and local levels for oil discharges and hazardous materials releases. In pursuit of its purpose, the RRT Preparedness Committee implements activities designed to promote the utilization of state-of-the-art methods and technologies for planning and preparedness by the RRT, OSCs, participating states, and local jurisdictions for oil discharges and hazardous materials releases; assists the RRT members in enhancing their preparedness capabilities; and encourages preparedness activities of the member agencies of the RRT, and the RRT as a collective organization.
2. The Response Committee provides a forum for the RRT to assess the effectiveness of incident reporting and response mechanisms established by the NCP, provide feedback to OSCs regarding their reports of response actions, and makes recommendations to the RRT or the Area Committees regarding improvements to the response system. The Response Committee makes recommendations to the OSCs as needed to enhance coordination with state, local, and private responders.

Region 6 Regional Response Team

By-Laws

3. The Science and Technology Committee provides a forum for the RRT to fulfill its NCP delegated responsibilities in research and development. The Committee will monitor response-related research and development, testing, and evaluation activities of RRT agencies to enhance coordination, avoid duplication of effort, and facilitate research in support of response activities.

Section V: Voting and Quorum

A quorum shall consist of those RRT members who attend the meeting (in person or remotely using available technology). Each designated federal agency and state member on the RRT, as identified in Section IV, is accorded one vote.

Should a state or federal organization have more than one designated agency represented on the RRT, it is their responsibility to come to their own consensus on the issue at hand and cast a single vote accordingly. Usually, this vote should be cast by the agency/organization with primary state or federal statutory responsibility.

The majority vote will constitute passage or rejection of the matter. If a vote is requested via e-mail or fax, a majority vote of the members voting will constitute acceptance or rejection.

Upon the activation of an Incident-Specific RRT in response to a discharge or release, a quorum will consist of those members notified and participating, either on-scene or by telephone. Passage of a motion requires a majority vote of the Incident-Specific RRT.

Decisions on use of alternative response technologies in an incident-specific response shall be in accordance with Subpart J of the National Contingency Plan (NCP).

Section VI: Meetings

Regular meetings of the Standing RRT will be convened at least semi-annually and shall be “open meetings.” The meetings will be hosted by the Co-Chairs. The RRT Coordinators will notify members not later than 60 days prior to the next RRT meeting announcing the location, dates, and other appropriate information.

The Standing RRT shall meet to review response actions carried out since the preceding meeting. Standing committee activities are covered during the priorities review during the semi-annual meeting. Additionally, reports from the RRT federal and state members will be presented.

New initiatives introduced will be discussed by the membership and may be assigned to the standing committees for further review, or an ad hoc committee could be created. Presentations and discussions by RRT members or invited participants and guests concerning programs and initiatives within the region will be scheduled.

Executive Committee meetings may be scheduled by either the EPA or USCG Co-Chair to work on policy matters, internal agency business, or matters that may require further investigation before presentation to the Standing RRT. Executive Committee meetings should be held at least once prior to each Standing RRT meeting (twice a year). Additionally, regularly scheduled conference calls shall be held with the Executive Committee.

Attendance at the Executive Meetings shall be restricted to the Executive Committee members and other individuals as deemed appropriate to the subject(s) to be discussed.

Region 6 Regional Response Team

By-Laws

The chair of each standing committee shall schedule meetings based on the work load assigned by the RRT and the time needed to adequately address work items. The chair shall determine whether the meetings shall be in person, or by teleconference or other suitable collaboration technology.

Section VII: RRT Reports

A. Annual RRT Report

The RRT shall provide an annual report to the NRT concerning its activities and leadership position changes, as required by the NCP.

B. OSC Reports

The NCP requires that OSC Reports be prepared "as requested by the NRT or RRT." OSCs may also issue OSC Reports on their own initiative, independent of an RRT or NRT request. The RRT should consider requesting an OSC Report when a pollution response involves:

- an unusual challenge;
- a unique or complex issue (e.g., intergovernmental coordination, use of a new technology, etc.)
- a decision that may create a precedent; or
- a lesson learned or potential best practice that should be made known regionally or nationally.

C. Incident-Specific RRT Reports

The Incident-Specific RRT Chair will document (i.e., email, report) activation to include a log of RRT activities and a chronological sequence of events.

Section VIII: External Coordination

A. Coordination with Other RRTs

The RRT-6 seeks to maximize its participation with neighboring RRTs. As such, neighboring RRT Co-Chairs or their designees will be invited to attend all RRT-6 meetings and will be given agenda time for presentations upon request.

When appropriate, the RRT-6 will seek to hold a joint meeting or exercise with a neighboring RRT. The RRT-6 will also, upon invitation from a neighboring RRT, provide a representative to attend their meetings as a means of facilitating inter-regional cooperation, building and strengthening useful relationships, and exchanging ideas.

Region 6 Regional Response Team

By-Laws

B. Coordination with Tribal, and States and Local Governments

A major function of the RRT is to encourage tribal, and state and local response agencies to improve their preparedness for response by providing technical assistance and training. Requests to the RRT for assistance by local governments should be made through the designated state member to the RRT, and requests to the RRT for assistance by Tribal governments should be made through the DOI representative to the RRT. In the event an RRT member agency receives a request for assistance directly from a state or local agency, the recipient should contact an RRT Coordinator or member of the Executive Committee.

C. RRT Internet Homepage

The Region 6 Regional Response Team (RRT-6) has developed the [RRT-6 Internet Homepage](#) which can be accessed through the RRT homepage (www.nrt.org). The RRT homepage offers electronic versions of meeting agendas, reports, link to the RCP, and other appropriate documents relevant to the RRT.

Anyone wishing to post material to the RRT-6 homepage shall submit the same to either the EPA or USCG RRT Coordinator. The EPA RRT Coordinator shall serve as the clearinghouse and approval medium for all materials wishing to be placed on the RRT-6 homepage.

Section IX: Revisions

Revision of these By-Laws will be accomplished by written submission to the Executive Committee. After review of the proposed revisions, the Executive Committee will submit same to the RRT membership for review and vote.

A two-thirds (2/3) vote by the RRT membership will be required for approval of the proposed changes or revisions.

The By-Laws of the Region 6 Regional Response Team are approved by the membership as affirmed by the signatures of the Region 6 Regional Response Team Co-Chairs.

Date: December 20, 2019



Craig Carroll
U.S. Environmental Protection Agency
Regional Response Team Co-Chair



Michael K. Sams
U.S. Coast Guard
Regional Response Team Co-Chair